



TO: All DWD Staff

FROM: Monty W. Combs, Deputy Commissioner/Controller *MWC*

DATE: January 9, 2006

SUBJECT: DWD Policy 2005-10
Employee Attendance Reporting and Time Distribution via PeopleSoft

RE: All DWD Employees

Purpose:

The purpose of this communication is to update the policy regarding completion and submission of biweekly payroll attendance.

Rescissions:

DWD Policy 2004-31
DWD Policy 2004-32

Content:

All employees are to report their time to Payroll biweekly.

The State Accounting manual states:

“The Employee’s Attendance Report (A-4) is to be used for all employees paid through the Auditor of State’s payroll system. If a different attendance report or recording method is used, it must be approved by the State Board of Accounts. It must include the same information as the A-4 and should facilitate the entering of data into the payroll system.

Every employee must submit an attendance report for each pay period. The attendance report is to be completed accurately, and be signed and dated by the employee. **It should not be signed or dated before the last day in the pay period. If an employee is going to be on vacation or other approved leave on the last regular working day of the pay period, the employee should sign the attendance report on the last day worked.**

Mitchell E. Daniels, Jr., Governor
Ronald L. Stiver, Commissioner

10 North Senate Avenue
Indianapolis, IN 46204-2277
www.workforce.IN.gov
An Economic Development Partner

Phone: 317.232.7670
Fax: 317.233.4793

Attendance reports should be submitted by each employee in a timely manner so that submission to the Auditor's Office is not delayed.

If the attendance report is submitted by fax or electronically to the agency's payroll section...the official paper copy of the attendance report with the employee's original signature must be submitted to the agency's payroll section...After being completed by the employee, the attendance report should be reviewed, signed, and dated by the immediate supervisor of the employee, or by another designated individual who has knowledge of the employee's attendance. The review should be done prior to submission of payroll to the Auditor's Office."

Additionally, the time distribution system used by the Department of Workforce Development meets the staff time distribution requirements of OMB Circular A-87, Costs Principals for State, Local and Indian Tribal Governments. The accurate reporting of time spent on different activities and programs is essential and helps determine future funding of the agency. Generally, the majority of agency funds are spent for employee salaries and fringe benefits. Therefore, it is very important that each employee properly report all time spent to the correct activity and program (project code). Time incorrectly charged could result in salary, benefits, and other affected allocations becoming questioned costs and subject to repayment to the Federal Government.

Effective Date:

January 1, 2006

Review Date:

November 1, 2007

End Date:

January 1, 2008

Ownership:

DWD Federal Accounting and Payroll

Action:

Effective January 1, 2006, the Department of Workforce Development will begin utilizing PeopleSoft for time reporting. Effective the same date, the following forms used by employees and/or payroll clerks will no longer be utilized in DWD as they will be replaced by electronic reporting via PeopleSoft:

- Biweekly Record of Absences, DWD Form 2725, State Form 24011
- Supplemental Payroll (Intermittent Hourly-Rated Employees), DWD Form 2545, State Form 12403

- Supplemental Payroll (Overtime Hours), Form 2511, DWD State Form 12481
- Monthly Time Distribution Report, DWD Form 2808, State Form 24044
- Attendance Record for Year, DWD Form 2705, State Form 49168
- Yearly Attendance Record-Intermittent Employees, DWD Form 2705-A
- Recapitulation of Monthly Time Reports, DWD Form 2556, State Form 34545
- Absence and Payroll Deduction Report, DWD Form 2707, State Form 36856
- Employee Compensatory Time Worksheet, State Form 42386

Additionally, the FARS system will no longer be utilized after the December 31st 2005 2808 submission.

Each employee is solely responsible for reporting his or her time, and the tracking of his or her leave balances, via PeopleSoft. Managers will be able to view leave balances for their employees, but no other office “Payroll Clerk” should be utilized or held accountable for tracking balances for their office’s employees.

Every employee must complete an online A-4. The content of the current A-4 will be carried over on the electronic version, with little revision. However, additional Time Reporting Codes will be added.

Time Reporting Codes:

ALWP	Authorized Leave Without Pay (Requires explanation in “Comments”)
CERND	Comp Time Earned
CSV	Community Service
CTKN	Comp Time Taken
FUNRL	Funeral Leave
HOL	Holiday Leave
JURY	Jury Duty Leave
LWPFM	Leave Without Pay Used With FML
MIL	Military Leave
MILUP	Unpaid Military Leave
OFC	Office Closure
OVT	Overtime
PER	Personal Leave
PRFML	Personal Leave Used With FML
REG	Regular Time
SICK	Sick Leave
SKFML	Sick Leave Used With FML
SSL	Special Sick Leave
ULWP	Unauthorized Leave Without Pay (Requires explanation in “Comments”; Example: Partial Disability or Worker’s Comp)
VAC	Vacation Leave
VAFML	Vacation Leave Used With FML
VFUR	Voluntary Furlough (Not currently utilized)

All applicable State and DWD policies regarding leave situations still apply and should be referenced.

Additionally, current forms in use regarding Alternative Work Schedules, Fixed Flexible Time, Community Service, Overtime Approval Requests, Disability, Family Medical Leave and Worker's Comp are not affected by this policy. Supporting documentation for Jury Duty and Funeral Leave may still be required by the Supervisor; however, Payroll nor Human Resources requires proof to be sent.

All employees should enter their time **daily** into the system with a final submission of no later than noon on the Monday following the close of the pay period. The A-4 will be submitted the last day the employee worked in each time period. After employees submit their time, the supervisor will then go online and approve the submission. **Supervisors are responsible for ensuring that all employees' attendance forms are completed timely.** If an employee is sick or out of the office on the last day, the Supervisor can enter the missing time for the employee from their Manager Self service page. If the Supervisor is not available then his backup should send by email the employee's time that is missing to "DWDPayroll". The message should contain the following information.

Date	Time Reporting Code	Hours	Project Code	Activity Code	Comment
1/12/2005	Reg	7.5	5100210F06	210	worked
1/13/2005	Sick	7.5	5100000	000	Sick time

Managers should email or call Bob Seldomridge (Budget Analysis) 317-232-8050 to request project codes for employees needing to charge projects that are not on their drop down list. Backups would be Art Meng, Edna Morris, John Tjart, or Les Williams.

When the Auditor requests an early payroll submission, all employees will receive an e-mail message from the Accounting Department Manager or Payroll Supervisor stating that A-4's can be signed early for the particular pay period in order to meet the payroll schedule set by the Auditor's Office. This is the only time the employees should sign and date their A's prior to the last day worked and be able to submit there payroll earlier than the last day worked.

DWD is a pilot agency for the electronic submission of A-4 payroll forms, so until you are notified by Controller, a hard copy A-4 should be submitted in addition to the electronic submittal. The need for hard copy will most likely continue until the end of February 2006. The hard copy is to be submitted to DWD Payroll by Wednesday COB. The employee certifies the correctness of the attendance report by signing and dating it in ink on the last day worked of the working period. (Unless the employee is on leave on the last workday of the working period; the employee will sign and date the A-4 on the last day worked before the leave began.) If an employee is unable to sign the A-4, "Not available for signature" should be indicated in red ink in the "Signature of Employee" box. Another signed original A-4 (dated as of the date signed)

must later be submitted once the employee is available (unless the employee has since separated).

The A-4s are then certified as correct by the supervisor by signature in the "Approved By" box. All signatures are to be done on or after the last day worked. A supervisor **cannot** designate his or her signature authority to others. The supervisor is still responsible for the hours on the A-4 for each of his or her employees even if the supervisor does not approve the hours directly. *Note: In emergency situations, Human Resources can approve time for the Supervisor.* It is still the supervisor's responsibility to verify and send in the signed A-4 for the each employee they have assigned to them.

Please note: It is recommended that employees do not use accrued leave time until it is reflected in their online PeopleSoft leave balances. Any accrued leave time used prior to being reflected in the PeopleSoft balance will require an exception approval by the employee's immediate supervisor. The supervisor will need to verify the accrued time is available on the Auditor's system before approving the leave in PeopleSoft. Supervisors should check with Payroll for the time being accrued. The Auditor's system accrued leave balances are updated to PeopleSoft on the Friday evening before the employee receives paychecks or direct deposit information but it would not contain what they are accruing for the pay period being submitted.

Additional notes: (1) an employee cannot charge leave without pay the first week, then charge Vacation, Sick, or Personal leave hours in the second week in order to obtain Holiday pay; (2) An employee can be charged FML on a Holiday. If employee is on FML for the entire calendar week in which a Holiday is observed, the employee will use one full week of FML. If the employee is not in pay status at all that week, the employee will not be paid for the Holiday; and, (3) an employee starting or separating during the middle of a Pay Period will require hours not worked annotated for "ALWP" with a note of explanation in "Comments."

Also note that each Time Reporting Code will require additional code annotations for a "Project/Grant" and "Activity." Staff is only to charge their home cost center. Staff permanently changing cost centers during the month are to charge time to both cost centers for time worked in each cost center during the month. Time should be entered to the nearest quarter-hour against the program(s) that each staff person supports.

Employees should not use formulas to allocate time to different projects except for use of 5100210F06 211 and 5100205 211 which is approved in the cost allocation plan; they should charge time worked to the project codes (programs) that benefit from their work. The time distribution manual will be updated as needed and available to staff on the DWD Intranet site DWITE under Publications.

Questions about this policy should be addressed to Missy Wolfe, Manager of Accounting (Phone 317-232-7726 or E-mail Mwolfe@dwd.in.gov).